



Florida Department of Transportation Internship Program: Position Advertisements

Spring Semester 2018

Students interested in applying for any of the following Florida Department of Transportation Spring Semester positions must complete the internship application, Form 250-000-25, and email it to **interns@dot.state.fl.us** or fax it to (850) 414-5299 by **December 3, 2017**. Any applications received after that date will not be considered for the Spring Semester. Candidates must be actively enrolled students in an accredited university or college for the semester of the internship. Candidates may apply for multiple positions and must include the advertisement number, located in the left-hand column below, in each submitted application. Candidates should note the location of the internship and any position criteria, and be able to provide supporting documentation (e.g. of enrollment, GPA, class status). Candidates should also note that all positions follow the standard workweek of Monday through Friday. Participants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the Department (850-414-5321) in advance to allow sufficient time to provide the accommodation.

The Department of Transportation hires only U.S. citizens and lawfully authorized alien workers. An Employment Eligibility Verification check will be conducted using the U.S. Citizen and Immigration Services' electronic database (E-Verify) on each new employee.

The Department of Transportation supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, Florida Statutes, Drug-Free Workplace Act.

The Department of Transportation is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Ad #	District / Office	Description	Location	Contact Person	Contact Information	Criteria
55990804	Central Office	The intern will assist the Office of Policy Planning, the Bicycle Pedestrian Partnership Council and the Metropolitan Planning program. Tasks include: coordinating various statewide meetings currently being planned; researching and developing content for meeting agendas; gathering background information and documentation related to planning; assisting staff at meetings, teleconferences and go-to meetings; other duties as assigned.	Tallahassee	Mark Reichert	Mark.Reichert@dot.state.fl.us	Junior, senior or graduate level student in a planning discipline, preference will be given to students with a concentration or primary program area in transportation planning.
55990809	District 1	Through one or more core projects, meetings with their mentor/supervisor/manager and participation in cross-functional educational experiences within the Operations Center. You will be exposed to a varied learning experience. <ul style="list-style-type: none">• The Permits Intern will gain familiarity with the operations of Florida Department of Transportation through full exposure to projects and processes within the Department.• The goal is to provide "out-of-the classroom" experience and provide a real-world working knowledge of skills needed after graduation.• Prepares and processes permit related information for scanning, organized file storage and uploading into department databases for future retrieval. Uses proper naming conventions to ensure accurate future file retrieval. Uses a variety of software applications, databases and office equipment.• Records management tracking via various management systems to ensure compliance with Department procedures. Perform other duties as assigned.	Fort Myers	Brad Musser	(239) 985-7810	Students in Civil Engineering, Transportation or related field, senior or graduate student, with a minimum GPA of 3.0
55990814	District 2	Goals: This position will work with the Performance Management & Training team on the agency priorities of innovation, efficiency, and exceptionalism. May also assist in the development and review of the agency's leadership programs by attending pilots, providing useful feedback, and participating in brainstorming sessions. Review mandatory training courses to improve quality, delivery, and learning outcomes. Assist in the implementation of special projects and initiatives related to training, performance management and employee engagement. Assist in the support of the agency's learning management system, strategic planning approach and annual employee survey and other organizational development and training efforts/needs. Complete data gathering and research and analysis to make recommendations and provide reports. Support the development and maintenance of communications and media outlets (websites, newsletters, etc.) and corresponding sites relating to budget, training schedules, enrollments and completions, quality assurance compliance and corrective action status and other organizational development efforts for management and customers as requested.	Lake City	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Students majoring in English, Business, Communication, Innovation or similar field of study are encouraged to apply.
55990815	District 2	Construction Engineering and Inspection of various Transportation Projects - Goals: Assist the Construction Resident Offices with contract administration, construction field inspection, and various engineering activities. Duties: Assist the Resident office staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review. Provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Jacksonville	Fae Ross	Fae.Ross@dot.state.fl.us / (386) 961-7712	Civil Engineering Student (Sophomore level or above); a valid driver's license; above average skills in computer software applications (Excel, Word, PowerPoint, Browser Based), database management and report writing capabilities.
55990820	District 3	Under supervision and training of the Public Information Director or other designated staff, this position will perform entry-level professional duties of moderate difficulty to provide residents and employees with accessible information about the mission and initiatives of FDOT. Responsibilities include the following: (1) write and edit various publications and communications including press releases, columns, letters, proclamations, memoranda, etc.; (2) maintain, coordinate, and assist in the preparation of printed and web-based publications; (3) serve as a liaison between FDOT, the media, and local organizations; (4) research FDOT's presence in the media and send daily reports of news; (5) work on and lead special projects including research, communication, and strategic planning initiatives; (6) develop and analyze data and prepare reports and presentations; (7) perform miscellaneous duties to facilitate the operational efficiency of the work unit (e.g., answer telephone and take messages; provide information about FDOT activities and/or programs by responding to inquiries received by telephone, e-mail, etc.); (8) update websites for district (e.g., internet, Facebook, Twitter, Flickr, etc.).	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	The student should have strong professional written and verbal communication skills; knowledge of Associated Press style; ability to conduct basic research and follow instructions of moderate difficulty; ability to utilize department specific software to complete assignments; strong analytical and interpersonal skills; good organizational and time management skills; social media experience. Graphic design and/or video production experience is a plus.
55990824	District 3	The intern will assist with processing contract invoice transmittals, both manual and electronic, travel reimbursement, Right of Way invoices, individual reimbursement, and utility invoices. The intern will assist with verification of appropriate codes, invoice accuracy, and proper authorization and signatures. The intern shall assist in assuring payment compliance with all Department of Transportation policies and procedures and Florida Statutes; and in daily review, monitoring, and reconciling all payments. The District Training Coordinator would work with the intern to provide an introduction of available courses and resources that would be helpful in gaining an overall perspective of FDOT. The intern would participate in new employee orientation.	Chipley	Richard Norris	Richard.Norris@dot.state.fl.us	Finance, Accounting, Business Administration, Management students
55990828	District 4	<ul style="list-style-type: none">• The intern shall assist the Operations Center Construction office with contract administration, construction field inspection, and various engineering activities.• The intern shall assist the Operations Center's staff with contract interpretation and practical application (including review of plans, specifications, standards, etc.), field inspection, materials testing, and Critical Path Method (CPM) Schedule review.• The intern shall also provide assistance with the development of monthly and final estimate pay quantities and prepare computation books for final estimate submission.	Ft. Lauderdale	Albert Salas	(954) 958-7628	Students in Civil Engineering, Construction or related field. Junior, senior or graduate level students. Minimum GPA 3.0
55990831	District 4	<ul style="list-style-type: none">• With an ongoing focus on Complete Streets for the Department, the intern will be given the opportunity to gain firsthand knowledge and experience in utilizing a context sensitive approach to roadway planning and design with a specific focus on bicycle and pedestrian users.• With projected increases in population and congestion on our roadway networks, the Department has placed an increasing focus on the development of other modes of transportation with a focus on strategic rail connections and public transportation.<ul style="list-style-type: none">o The intern will have the opportunity to participate in the ongoing efforts of the District 4 Rail Office including but not limited to the development of the Rail Safety Program, IRIS and Northwood Connections, and the Wave Streetcar project.o The intern will also have the opportunity to participate in the ongoing efforts of the District 4 Passenger Operations Office including the Express Bus Program, Tri-Rail, and various other local transit programs within the region.• The intern will also have the opportunity to participate in the ongoing development of the Department's Freight Program which includes participation in stakeholder outreach, project development/management, and internal cross-office freight team meetings.	Ft. Lauderdale	Amie Goddeau	(954) 777-4343	Junior, Senior or graduate student in Transportation/logistics, Public Administration, Urban Transportation and Planning, Minimum GPA 3.0
55990834	District 5	The intern shall assist in the review of driveway, drainage, and utility permits. Review Maintenance of Traffic (MOT) Plans. Assess proposed driveway connections in accordance with Florida Administrative Code and FDOT standards and criteria. Review and assess proposed drainage connections in accordance with applicable Florida Administrative Code and FDOT standards and criteria. Perform field reviews with permit coordinators. Generate monthly permits report in Microsoft Access database.	Orlando	Lorie Matthews	(386) 943-5480	Civil Engineering students (Junior, Senior or Graduate-level)

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55990837	District 5	Assisting the safety and security manager with job safety protocol plan reviews. Creating tables to be used in presentations in reference with railroad accidents and incidents. Assisting the civil department in plan and procedure reviews also assisting the civil department in site surveys of railroad Corridor items. Assisting the vehicle oversight department with day-to-day operations and inspection of sun rail vehicle fleet. Assisting management with day-to-day operations, tracking day-to-day operation activities, on time performance, customer service reports, vehicle maintenance reports and signal issues.	Sanford	Lorie Matthews	(386) 943-5480	Civil Engineering Students, Junior, Senior or Graduate Level
55990839	District 6	Primary focus will be on developing and testing forms to be used on mobile devices as a part of E-Maintenance (the transition of current programs into paperless systems). Knowledge of computer coding, MS Excel, and GIS is extremely valuable for this role. This position is best suited for someone who is very technical and can work independently, but will also work as part of a team during the testing and implementation phases of the project.	Miami	Bryan Holm	(305) 470-5358	Students in GIS, Industrial Engineering, Civil Engineering, or related field; junior, senior, or graduate student; Minimum GPA 2.8
55990842	District 6	Planning and Environmental Management Office (PLEMO): The intern will work under direct supervision of a Professional Engineer to help prepare the necessary information which involves the development of scoping reports for a new project to be programmed for either a Project Development and Environment (PD&E) study or Design project. The intern will receives instruction and performs technical engineering tasks including engineering analysis, environmental impacts, construction cost, Right of Way requirements, traffic patterns, maintenance of traffic, safety, operational characteristics	Miami	Dat Huynh	(305) 470-5277	Students in Communications, Marketing, Public Relations, or related field, senior or graduate student, with a minimum GPA of 3.0
55990846	District 7	We are looking for an eager and computer savvy young student to work part time with the Project Management Office. Interested candidates will perform the following duties: • Help project managers with a variety of tasks including but not limited to preparation of public presentations, updating fact sheets for projects that are under design, taking phone calls from concerned citizens and direct them to the appropriate staff, etc. • Update the Project Management Sharepoint and provide new ideas for improvements that could be implemented to facilitate access to available information. • Provide support to project management staff with administrative duties as needed. • Attend scope development and phase submittal meetings with project managers and assist with taking notes and keeping track of action items that needs to be addressed. • Perform other duties as needed to support project management activities within the district.	Tampa	Sandra Gonzalez	(813) 975-6268	Students in Civil Engineering , Computer Science, Project Management Junior, Senior or Graduate students with Minimum GPA 3.0
55990849	District 7	The intern will develop an understanding of the Performance Management & Training (PM&T) unit and learn about the management of the district's annual training plan, training budgets, and the development and management of training course contracts; assist in the management of the PM&T SharePoint site; create announcements of training courses offered within the district; review and update training curriculum for relevancy. The intern shall assist in the development of a presentation/workshop for leaders and/or employees through needs analysis and consultations. The intern will co-facilitate the presentation/workshop upon the conclusion of the internship program.	Tampa	Wanda Nanney	(813) 975-6183	Students in Education and Leadership, Marketing, Business Management, Computer Sciences, Communications, Program Development, Curriculum and Instruction Instructional Technology
55990850	Turnpike	Work closely with Staff and Senior Accountants in the Finance, Tolls Financial Services, and Property departments. Assist with general day-to-day functions, including daily and monthly accounting tasks such as accounts receivable, daily cash entries, and processing incoming payments. Prepare property reports, decal inventory, and update records. Performs other duties as assigned.	Ocoee	Melissa Whitman	TPKCFOAdminAssistant@dot.state.fl.us / (407) 264-3830	Accounting or Finance Major; Knowledge of research basics; Skilled in communicating with others professionally; Ability to create and use spreadsheet and word processing software, such as Microsoft Excel and Word
55990851	Turnpike	The intern would have the opportunity to work in Transportation Systems Management & Operations (TSM&O). Providing assisting with congestion and safety management (crash data and analysis, traffic service requests, high crash lists), ITS infrastructure management (device inventory and performance measures) and contribute to project reviews and document preparation. Other duties as assigned.	Ocoee	H. Walker	Holly.Walker@dot.state.fl.us	Engineering students (civil preferred but not required), sophomore or above